



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

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TOPIC: DEPARTMENT ORGANIZATION
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I. POLICY

The Lincoln Police Department is organized into three divisions: the Management Division, commanded by the chief of police; the Support Division and the Operations Division, commanded by the assistant chief. The department maintains an organizational chart that depicts the structure, a staffing table of personnel assignment, and descriptions for each job title. The major functions of department units follow.

II. MANAGEMENT DIVISION

- A. The chief of police commands the overall operations of the department. The chief receives administrative support from a secretary.
- B. Legal Advisor: An assistant city attorney assigned to function as the police legal advisor provides training and legal advice to the staff, and legal assistance during investigations.
- C. Internal Affairs Unit: Conducts investigations and maintains records concerning employee conduct and citizen complaints.
- D. Management Services Unit: Responsible for the inspections function, maintenance of all department General Orders, S.O.P.s and accreditation standards. The commanding officer also performs unit inspections and reviews all pursuits, grievances, and injuries to employees. The Management Services Unit also contains the following functions:
 - 1. Planning: Grant administration, statistical analysis, program development, and accreditation.
 - 2. Public Information: Coordinates dissemination of information to the news media, prepares the department Annual Report, coordinates internet site and assists with accreditation.
 - 3. Technical Resources: Implements new technology applications and provides technical support to other units.

- 4. Liquor Investigation: Processes liquor license and keno applications. Coordinates follow-up on tavern violations.

III. SUPPORT DIVISION

- A. Education and Personnel Unit: Conducts employee recruitment and selection activities. Coordinates all pre-service and continuing training, career development, and promotional testing. Coordinates crime prevention, public relations, community liaison, and public education programs.
- B. Records Unit: Processes and maintains all case files, reports, criminal history information, and other records. Receives and processes walk-in reports, and inquiries from public.
- C. Property and Evidence Unit: Maintains custody of all seized evidence. Coordinates the acquisition and inventory of equipment and supplies.
- D. Criminal Investigations Team: Provides support and assistance to community police teams in follow-up investigation. Conducts and coordinates major crime investigations, and specialized investigations.
 - 1. Technical Investigations Unit: Conducts vice, white-collar crime, and complex or confidential investigations assigned by the chief of police.
 - 2. Family Crimes Unit: Investigates serious crimes against children. Coordinates investigation and follow-up in domestic violence cases and juvenile missing persons.
- E. Crime Analysis Unit: Maintains and disseminates criminal intelligence information. Analyzes crime trends and patterns to provide strategic information to officers. Coordinates Crimestoppers.

- F. Narcotics Unit: Conducts investigations concerning controlled substances and drug law violations as a multi-agency unit staffed by Lincoln police officers and members of other outside law enforcement agencies.
- G. Police Garage: Procures, services, and maintains the department vehicle fleet. Prepares monitors and manages garage enterprise fund, procures, maintains and liquidates department vehicles and equipment and manages garage repair facility.
- H. Information Technology Unit: Develops computer applications and provides technical support to all department units and personnel. Maintains department computer-based records management system.
- I. Victim/Witness Unit: Provides assistance to crime victims and witnesses.
- J. Forensic Unit: Conducts fingerprint and document examinations, forensic video analysis and maintains all associated records. Maintains alcohol-testing equipment.
- K. Payroll and Accounting Unit: Manages financial accounts, and prepares payroll. Prepares, monitors and manages budget activities and capital improvement projects.
- L. Emergency Communications Center: Receives and dispatches emergent and non-emergent police, fire and EMS calls for service. Provides information as needed to the public. Provides communications support for various agencies and entities. Unit consists of the Emergency Communications/911 Center and the Radio Maintenance Shop.

- functions to the Operations Division.
- 2. Special Weapons and Tactics Team: Composed of officers with other full-time assignments, the team provides tactical services in high-risk situations, and hostage/barricaded subject negotiations.
- 3. Field Force: Provides crowd control and dispersal services in the event of civil disturbances and mass gatherings. The Field Force is composed of officers with other full-time assignments.
- 4. Canine Unit: Trains and deploys canine-handler teams to support field operations. Canine handlers are assigned to the Community Police Teams, and perform the duties of field officers, but overall coordination rests with the Operations Support Unit.

IV. OPERATIONS DIVISION

- A. Community Police Teams: Five teams staffed with a complement of officers deliver all general police services to the public 24 hours a day, including patrol, response to calls for service, investigations, law enforcement, crime prevention, and problem resolution.
- B. Operations Support Unit: Provides 24 hour command services to all police field operations. Coordinates special events and disaster planning. Also commands the following field support functions:
 - 1. Traffic Safety Unit: Provides specialized traffic enforcement and other traffic support